

# Indiana University Health Dictation Instructions

Effective 11/6/2018

## WORK TYPES

### INPATIENT ONLY

- 01 – History and Physical
- 12 – Preadmission H&P
- 02 – Consultation
- 80 – Emergency Medicine Note

- 05 – Operative Note
- 29 – Cardiac Procedure Note
- 76 – Colonoscopy Note
- 11 – Delivery Note

- 03 – Discharge Summary
- 63 – Death Summary

### INPATIENT & OUTPATIENT

- 83 – Electroencephalogram (EEG)
- 84 – Electromyogram (EMG)
- 55 – Event Monitor
- 60 – Holter Monitor
- 75 – Neurology Note
- 28 – Polysomnography/Sleep Study
- 82 – Pulmonary Function Note
- 31 – Stress Test
- 49 – Tilt Table
- 25 – Transcutaneous O2 Pressure
  
- 50 – Regular Letter (uploads to chart)
- 51 – Special Letter (does not upload)

### OUTPATIENT ONLY

- 52 – New Patient Clinic
- 53 – Return Clinic
- 56 – Procedure Note Clinic

## CONTACTS

Help Desk:  
888.760.0035

Transcription Support:  
317.962.8501  
IUHealthCentralDictation@iuhealth.org

Revised 10\_2018

1. Dial 1-855-347-7995 and follow the prompts.
2. Listen for the greeting, "Welcome to the Indiana University Dictation System".
3. Enter your 5-digit Cerner Dictation Number (CDN). If your CDN is less than 5 digits, please enter leading zeros.
4. Enter your 2-digit facility code. All are listed in the voice prompt.
5. Enter the 2-digit work type (displayed to the left).
6. Enter the 9-digit FIN (Acct. # / Encounter #) without leading zeros.
7. Please state the full names of the primary care and referring providers you want to receive a copy of this dictation. **Press 2 to begin your dictation.**

Please dictate the following information at the beginning of each dictation:

- Dictator's first and last name
- Staff physician name (unless dictator is staff)
- Report type
- FIN / Acct. # / Encounter #
- Dates of admission/discharge/procedure as applicable
- Courtesy Copies (complete name)

## Specific Touch-Tone Telephone Instructions to Aid with Dictation

\* – (asterisk) to CLEAR incorrect numbers

- 1 – LISTEN after pause
- 2 – RESUME recording after pause
- 3 – REWIND (incremental)
- 4 – PAUSE (intermittent beeps audible; can pause 15 minutes before disconnection)  
\*Note: If disconnected, the dictation, up to that point, will still be saved.
- 5 – SEPARATE multiple dictations and retrieve job number
- 6 – GO to end
- 7 – FAST FORWARD (incremental)
- 8 – GO to beginning (use this number to review the entire report OR when you have started a report but wish to cancel it and state you do not want the following report to be transcribed.  
\*Note: After touching 8, it is necessary to press 1 to listen or 2 to record.
- 9 – DISCONNECT and retrieve job number.
- \*7 – STAT dictation toggle on/off. STAT should only be utilized for patients being transferred.

## REVIEW A PREVIOUS DICTATION

Note: Reports are only available for review for 72 hours after dictation.

1. Dial 1-855-347-7995 to access system
2. Enter your 5-digit physician number.
3. Enter the 2-digit facility code.
3. At work type prompt, press the # key, then the 1 key.
4. Re-enter your 5-digit physician number.
5. Enter the 9-digit FIN.
6. The system will play back the dictated report (The same function keys above will apply in the review mode.)  
\*Note: In review mode, to get a job number, press the # key.
7. If there are multiple reports with the same search criteria, press 5 to review additional reports.

## OUTPATIENT FACILITY CODES

- 01 – IUHP Anesthesia/Pain Management – Pain Clinic
- 02 – IUHP Cardiology – MPC2
- 03 – IUHP Cardiology – West
- 04 – IUH Cardiothoracic Surgery
- 73 – IUHP Cardiovascular Surgery – Columbus
- 05 – IUH Cardiovascular Surgery – MPC2
- 06 – IUHP Dermatology – AOC
- 07 – IUHP Dermatology – Meridian Crossing
- 08 – IUHP Endo, Diabetes & Metabolism – AOC
- 09 – IUHP Endo, Diabetes & Metabolism – Michigan Street
- 10 – IUHP Nephrology – West
- 86 – IUHP Digestive & Liver Disorders – All Outliers
- 74 – IUHP Digestive & Liver Disorders – SpringMill
- 12 – IUHP Digestive & Liver Disorders – University
- 75 – IUHP Digestive & Liver Disorders – Witham
- 82 – IUHP Family Medicine - Harper
- 13 – IUHP Pediatric Gastroenterology – Riley
- 14 – IUH Clinical Medical Genetics
- 16 – IUHP Geriatrics
- 17 – IUH Central Indiana Cancer Centers – East
- 18 – IUH Central Indiana Cancer Centers – Methodist
- 19 – IUH Central Indiana Cancer Centers – South
- 21 – IUHP Hematology/Oncology – Barnhill Dr
- 23 – IUHP Hematology/Oncology – Illinois St
- 24 – IUHP Hematology/Oncology – Michigan St
- 26 – IUH Radiation Oncology – University
- 27 – IUHP Infectious Disease – Methodist
- 28 – IUHP Infectious Disease – Riley
- 29 – IUHP Adult Neurology – Neuroscience Center
- 31 – IUHP Pediatric Neurology – Meridian Crossing
- 32 – IUHP Pediatric Neurology – Riley
- 34 – IUHP Pediatric Neurology – West
- 85 – IUHP Riley Child Neurology – Bloomington
- 36 – IUHP Adult Ophthalmology – Glick
- 76 – IUHP Adult Ophthalmology – SpringMill
- 37 – IUHP Pediatric Ophthalmology – Greenwood
- 38 – IUHP Pediatric Ophthalmology – ROC
- 39 – IUHP Pediatric Ophthalmology – SpringMill
- 41 – IUH Oral & Maxillofacial – ROC
- 42 – IUHP Orthopedic Surgery – MPC1
- 43 – IUHP Orthopedics – North
- 45 – IUH Orthopedics – Riley
- 46 – IUHP Orthopedics – Saxony
- 47 – IUHP Orthopedics – University
- 48 – IUH Orthopedics – West
- 49 – IUH Physical Medicine – Neuroscience Center
- 51 – IUH Physical Medicine – North
- 52 – IUH Physical Medicine – Spine Program
- 53 – IUH Physical Medicine – West
- 54 – IUH Plastic Surgery
- 56 – IUH Psychiatry – ROC
- 57 – IUPUI PCCM – AOC
- 58 – IUHP PCCM – Barnhill Dr
- 83 – IUHP PCCM – Methodist
- 59 – IUHP PCCM – North
- 61 – IUHP PCCM – Senate Blvd
- 84 – IUHP PCCM – West
- 62 – IUHP Pediatric Pulmonary, Allergy & Sleep Medicine – Carmel
- 63 – IUHP Pediatric Pulmonary, Allergy & Sleep Medicine – Indy
- 78 – IUHP Pediatric Pulmonary, Allergy & Sleep Medicine – Saxony
- 81 – IUHP Pediatric Pulmonary, Allergy & Sleep Medicine – St. Francis
- 64 – SIP Rheumatology – Bloomington
- 65 – IUHP Rheumatology – Eagle Highlands
- 67 – IUHP Rheumatology – MDC
- 68 – IUH Pediatric Surgical Associates
- 69 – IUH Transplant Nephrology
- 71 – IUH Transplant Social Workers
- 72 – IUHP Pediatric Urology